

Our policy on retaining your personal data

Here's a breakdown of the personal data that we hold and for how long we keep it.

Learner data

We retain details on our learners and their employers to fulfil a legal requirement. In this instance the legal requirement is to evidence completion of an accredited training qualification that is required to work legally in a dispensary.

Purpose	Retention period
<p>Personal data required to complete enrolment process, register learner with an awarding body and meet Government requirements to secure Apprenticeship funding.</p> <p>The personal data that we collect includes:</p> <ul style="list-style-type: none"> • Your name/previous name(s) • Date of birth • Gender • Civil/Marital status • Employer name • Workplace address • Employment status • Home address • Household situation • Email address 	<p>We are required to retain all Apprenticeship learner data for 7 years.</p> <p>For apprentices whose programmes are funded via the Education and Skills Funding Agency but not via the apprenticeship levy, we are required to retain records for a longer period as the programme may access funding that can be used as match funding for the European Social Fund (ESF). If so, the learning activity and its associated funding become part of the ESF programme, and all records must be retained for potential audit for three years from the final payment from the European Union to the Government.</p> <p>This is expected to be 31st December 2030 at the earliest.</p> <p>For non-Apprenticeship learners, we currently retain data as follows:</p> <p>Level 3 programme of study – 7 years Level 2 programme of study – 5 years Pre-registration pharmacist programme – Data minimised and photographs deleted at the end of study year. Modules studied and programme information retained for 5 years.</p> <p>All other programmes of study – 5 years Post retention period, data is minimised and core data is retained and encrypted in case of copy certificate request or background check by learner or employer.</p>

<ul style="list-style-type: none"> • Telephone number(s) • References • IP address (the number that uniquely identifies a specific computer) • Job Title • Contracted hours • Normal Working hours • Ethnicity • Nationality • Sexual Orientation • Religion • Countries of residence in last 3 years • Previous address(es) (if less than 3 years) • Disability information/health issues • Special Needs/Learning difficulties • GPHC Number • RPSGB Number • National Insurance Number • Passport photocopy • Driving License photocopy 	<p>We are currently awaiting a decision from our regulator, the General Pharmaceutical Council, regarding the length of time they require Buttercups Training to retain learner qualification records therefore this policy is subject to change.</p>
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<ul style="list-style-type: none">• Marriage Certificate photocopy• Birth Certificate photocopy• Next of Kin/Emergency contact(s)• A record of any correspondence with staff• Financial and transaction data• Previous Qualifications and any other current studies• Prior attainment• If you receive health and social care support• If you are a Mentor/Expert Witness/Invigilator/Facilitator• Destination• (Learner) contact details for ESFA and ESF surveys to include, but not be limited to, telephone numbers	
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